



## Internal Nomination Form for DURHAM POLICE DEPARTMENT (DPD) SERVICE AWARDS

Durham Police Department (DPD) Service Awards honor commendable public safety/ law enforcement service rendered by its police officers, civilian employees and members of the general public (citizens, residents, organizations, DPD volunteers, programs, etc.). NOTE: Nominations from family members of potential nominees are not eligible.

Only nominations completed using this form will be accepted. Forms and narratives should be typed or printed legibly, and signed by the nominator. Documentation supporting the nomination is encouraged and should be attached to the nomination form (newspaper articles, letters of support or thanks received, photographs conveying impact, police reports, etc.). With the exception nominations representing a group or collective effort, use a separate form for each individual, organization or program nominated.

Completed nominations honoring DPD employees should be routed up the nominee's chain of command and delivered to the DPD Service Awards Committee Chair no later than **Friday, March 13, 2015.**

Nominations of members of the general public should also be submitted by **March 13, 2015** directly to:

**DPD Service Awards Committee Chair**

Executive Officer to the Chief of Police  
Durham Police Department  
505 W. Chapel Hill Street  
Durham, NC 27701

For additional information, please call (919) 560-4322 extension 29202. **NOTE: DPD Service award recipients will be honored at a department ceremony in May as part of National Police Week events during the month.**

### Section 1: AWARD CATEGORIES

Refer to General Order No. R-5 and select appropriate category for nomination:

- ☐ **Medal of Valor** (sworn and non-sworn nominees)
- ☐ **Distinguished Service Medal** (sworn and non-sworn nominees)
- ☐ **Certificate of Merit Award** (sworn and non-sworn nominees)
- ☐ **Community Service Award** (sworn, non-sworn and general public nominees)
- ☐ **Police Medal** (general public nominees)
- ☐ **Purple Heart** (sworn nominees only)
- ☐ **Officer of the Year** (Honoree selected by Executive Command Staff from internal nominations)
- ☐ **Civilian Employee of the Year** (Honoree selected by Executive Command Staff from internal nominations)

### Section 2: NOMINEE INFORMATION

Name of Nominee:

Rank and/or Title, as applicable:

Agency /Unit/ District-Neighborhood/Program:

Contact Info. (Phone, address, email):

### Section 3: REASON FOR NOMINATION

On a separate piece of paper, in detail describe the commendable act, action, program, event and outcome as applicable to the specific award for which you are submitting a nomination/nominee. Be sure to include pertinent date(s) of commendable action(s).

1. Does this nomination demonstrate: *(Check all that apply and expound in supporting narrative)*
  - ☐ Extraordinary circumstances beyond normal activity and/or police performance beyond job requirements?
  - ☐ A risk of personal safety and/or property; grave imminent danger to nominee?
  - ☐ Extraordinary investment of personal time and/or resources?
  - ☐ Meaningful outcome(s)/resolution to event or circumstance?
  - ☐ Above and beyond humanitarian contributions, community activism, volunteerism?
  - ☐ Exceptional performance and/or leadership in addressing public safety or a particular issue?
  - ☐ Long-term distinguished service to the department and/or community?
  - ☐ Improved customer service?
  - ☐ Exceptional public relations and/ or police-community partnerships?
  - ☐ Commitment to/support of community-oriented policing?
  - ☐ Other *(please explain)* :
2. Was this the result of nominee being: *(Choose one)*
  - ☐ At Work (dispatched, on patrol, in the office)
  - ☐ A Witness
  - ☐ Self-Initiated
  - ☐ Other *(please explain)*:

### Section 4: ENDORSEMENT OF NOMINATION

Name of Nominator *(and title, if applicable)*:

Relationship to Nominee:

Agency/Organization *(if applicable)*:

Phone:

Email:

I am willing to provide further details of this nomination and to speak directly with a DPD Awards Committee member. I submit that all information provided is true and accurate to the best of my knowledge. I understand that the nominee's name, my name and all details provided may become public record.

Nominator's Signature: *(sign below)*

**Be sure to secure signatures from the nominee's chain of command before sending to Awards Committee for review:**

*Signature and Date*

Date:

Sergeant/Non-Sworn Supervisor: \_\_\_\_\_

Lieutenant/Non-Sworn Supervisor: \_\_\_\_\_

Captain/Non-Sworn Supervisor: \_\_\_\_\_

Assistant Chief: \_\_\_\_\_